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Chief of Staff monthly report: January 2012

Student Government Association, Northeastern University

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MONTHLY REPORT

Chief of Staff Terry MacCormack

January 2012

Submitted February 4, 2012

Project Updates:

- With the start of the spring semester, began recruitment efforts for the second half of the academic year. With able assist from several senators, implemented tabling at Winter Activities fair, and acquired 24 names/email addresses of interested students, who were contacted, and added to the general contact list. As of the end of January, the roster is at about as many Senators as there were at the end of the fall, with many candidates having submitted forms, and currently gathering signatures;
- With help from Senator McCarthy, implemented SGA Recognition Awards, which allows Senators to recognize one another for the great work they do in a venue outside of Senator of the Month. OrgSync form was launched and publicized;
- Hired two new work-study students, working on more;
- Presented mid-year budget presentation to Finance Board along with President Sabo;
- Continued meeting with President Sabo on logistical and other concerns surrounding the FY13 budget. Met with the Cabinet to assess questions regarding various line items;
- Worked on the website a great deal, including putting a NUideas module on the homepage, and putting office hours on the website;
- Working with EVP Pett and the Cabinet on implementing a project tracker on the website, as well as bringing back “Quick Fixes” and a few other elements previously found on the old website;
- Completed transition of VP Coombes into the role of VPAA, and during the process, found some holes in the documentation for transitions on the internal wiki;
- Started creating a survey for SGA apparel;
- Continued work on Survey of the Week;
- Reached out to the Alumni Center regarding Passing of the Gavel, and began working with Executive Director Dwyer and her committee on design for this event;
- Worked with VP LePage and Director Corrado on website/technology needs for the promotion of RecycleMania including www.sga.neu.edu/sustainability, a news article, and various posters and promotional items;
- Began reaching out to YMCA Becket, as well as administrators in SABO regarding the Fall 2012 Senator Retreat. Also working with President Sabo on potential new vendors for the Summer Executive Board retreat;
- Began work on new Absence Excusal Request system. Exploring OrgSync opportunities for this idea, and will hopefully be implementing for later this spring;

Scheduled Meetings:

- President Sabo: As needed;
- EVP Pett and Parliamentarian Holmes: Weekly before Senate at Welcome to Senate meetings; individually, as needed;
- Marina Macomber, Advisor: As needed for budget approval;
- George Sarikas, Director of SABO: As needed for budget concerns.



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